



**State of Arizona
Department of Education**

SCHOOL FINANCE MEMORANDUM 14-006

TO: Superintendents, Contract Signers, Business Managers, Administrators, and Directors
FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance
DATE: August 20, 2013
SUBJECT: K-3 Reading Budget Forms: FY 2014 Expenditure Budget and FY 2013 AFR

A.R.S. §15-211 requires school districts and charters to submit a plan for improving the reading proficiency of its pupils in Kindergarten programs and grades one, two, and three to the State Board of Education by October 1 of each year. This plan is required to include a budget for the use of the monies generated by the K-3 and K-3 Reading Group B support level weights (A.R.S. §15-943). Additional information about the reading plan is available at <http://www.azed.gov/mowr/k3literacyplans/>.

FY 2014 K-3 Reading Expenditure Budget Submission

School districts and charters are required to submit their K-3 Reading Expenditure Budget to the State Board of Education by October 1, 2013. ADE will only accept FY 2014 K-3 Reading budget forms submitted electronically using either the Excel forms with the 8/13 revision date or software that produces an electronic file in a format approved by ADE. Note to users of Excel for versions 2007 and later: Excel files should be saved in "Excel 97-2003 Worksheets (*.xls)" format. Districts may download a copy of the Excel forms from ADE's Web site at www.azed.gov/finance/budgets/.

FY 2013 K-3 Reading Annual Financial Report Submission

School districts and charters are required to submit an updated K-3 Reading program plan that includes the actual program expenditures. To collect the actual program expenditure data, districts and charters will submit a K-3 Reading Annual Financial Report (AFR) to the State Board of Education by October 1, 2013. ADE will only accept FY 2013 K-3 Reading AFR forms submitted electronically using either the Excel forms with the 8/13 revision date or software that produces an electronic file in a format approved by ADE. Note to users of Excel for versions 2007 and later: Excel files should be saved in "Excel 97-2003 Worksheets (*.xls)" format. Districts may download a copy of the Excel forms from ADE's Web site at www.azed.gov/finance/budgets/.

Common Logon

School districts and charters must upload the completed budget and AFR forms via the Common Logon, on ADE's Web site at www.ade.az.gov/CommonLogon/. After uploading the files, districts and charters should verify the file has processed by checking their file submission page at www.ade.az.gov/Budget/EntitySelection.asp. If the files did not process, districts/charters should click on the error message link. If unable to correct the error, districts/charters should contact ADE's budget team by emailing SFBudgetTeam@azed.gov for assistance. If technical assistance is required, districts/charters should contact the ADE Support Center at (602) 542-7378 [outside the Phoenix area call (866) 577-9636] or e-mail enterprise@ade.az.gov.